



**Planning & Development
Department**
MINOR AMENDMENT
TO APPROVED SPECIAL USE PERMITS, PLANS OF DEVELOPMENTS,
AND UNIT PLANS OF DEVELOPMENT



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Planning & Development
Department



MINOR AMENDMENT APPLICATION

- ☐ MINOR AMENDMENT TO AN APPROVED ZONE CHANGE
☐ MINOR AMENDMENT TO AN APPROVED SPECIAL USE PERMIT
☐ MINOR AMENDMENT TO AN APPROVED PLAN OF DEVELOPMENT

APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST:

Title of Project: _____
Description of Request: _____
Existing Use of Property: _____
Existing Zoning District: _____
Related Case Number/s: _____

PROPERTY INFORMATION:

Address (if known): _____
General location (include nearest city/town): _____
Size in Acres: _____ Square Feet: _____
Legal Description: Section: _____ Township: _____ Range: _____
Assessor's Parcel Number: _____
Subdivision Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax#: _____
E-mail Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax#: _____
E-mail Address: _____

Applicant's Signature: _____ Date: _____



Planning & Development
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PROPERTY OWNER AUTHORIZATION



FORM MUST BE COMPLETED IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: (name) _____
(address) _____
(city, state, zip) _____

to file this application on my behalf, and to act on my behalf on all matters relating to this request with Maricopa County. By signing this property owner authorization form, I also agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including stipulations, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

Property Owner Signature: _____

Printed Name: _____

Date: _____

DEPARTMENT USE ONLY

Tracking Number: _____

Project Name: _____



Planning & Development Department

MINOR AMENDMENT APPLICATION SUBMITTAL CHECKLIST



Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items and information listed in this checklist. This information is required by County Ordinance or staff in order to adequately review the proposal. An application will only be accepted by the Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Additional information, detail and/or copies may be required after review by the assigned Planner. **PLEASE BE ADVISED THAT COMPLIANCE WITH STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

The criteria for making an application for a Minor Amendment are provided in the Maricopa County Zoning Ordinance, Chapter 3, Section 304.9.

If the amendment is approved, a building permit/s is required prior to any construction or use of the property.

1. APPLICATION:

- _____ A. Completed and signed application – **10 copies**
- _____ B. Signed "Property Owner Authorization" form (if applicable) - **2 copies**
- _____ C. Proof of ownership (official recorded deed, etc.) – **2 copies**

2. SITE PLAN:

- _____ A. 8-1/2" x 11" paper copy of site plan – **1 copy**
- _____ B. 24" x 36" **collated, folded, and stapled** copies of site plan – **10 copies**

Site Plan to include the following information:

- _____ 1. Project name and case (tracking) number
- _____ 2. Date of plan and dates of any subsequent revisions
- _____ 3. Vicinity map with location of site
- _____ 4. Title block identifying Owner, Developer, Engineer and/or Applicant
- _____ 5. Site dimensions/boundaries
- _____ 6. North arrow and scale (written and graphic)
- _____ 7. Site summary table:
 - Gross acreage
 - Net acreage
 - Existing zoning and land use
 - Proposed land use
- _____ 8. Request (i.e. Minor Amendment for _____ (project name))
- _____ 9. Legal Description
- _____ 10. Street names, existing and proposed, along with right-of-way dimensions for all existing and proposed streets. Show proposed cross-sections.
- _____ 11. Access points with centerline dimensioned from property corner
- _____ 12. Dimensions of all driveway widths and distances between driveways
- _____ 13. Each use identified:
 - Dimensions of each structure
 - Dimensions between structures
 - Distances from property lines
 - Lot coverage
 - Building height and square footage

- _____ 14. Parking areas:
 - Dimensions and angles
 - Surfacing and /or paving material
 - Vehicle storage areas
 - Loading spaces or zones identified
 - Required & Proposed parking spaces (including handicapped-accessible)
- _____ 15. Adjacent property owners, uses, zoning and parcel numbers
- _____ 16. Name of school district where project is located within
- _____ 17. Existing and proposed contours
- _____ 18. Utility commitment table (a table illustrating water, wastewater disposal, fire protection, police protection, electric, natural gas, telephone, and refuse providers)
- _____ 19. Location of all utilities (existing and proposed)
- _____ 20. Location, height and type of outdoor lighting. Note compliance with Section 1112 of the Zoning Ordinance in regard to outdoor lighting
- _____ 21. Signs
 - Location, size, height and type
 - Elevations of each sign
 - Source of illumination
 - Area and number allowed/area and number requested
- _____ 22. Location of all recorded/proposed easements
- _____ 23. Type of screening (i.e. walls and plantings)
- _____ 24. Location of landscaping and retention walls
- _____ 25. Typical landscaping section
- _____ 26. Show the location of all proposed and existing fire hydrants, water supply/storage, wells, and septic systems.

3. NARRATIVE REPORT: (Brief explanation of the project. **10 copies** – 8 1/2" x 11" paper, Underlined wording indicates a section heading.)

- _____ A. Title page – include project name, general location, case/tracking number, and vicinity map
- _____ B. Purpose of Request
- _____ C. Description of Proposal, including proposed uses(s), business operations, hours/days of operation, # of employees, description/location of buildings, color palette, type of construction material, sign detail/descriptions, screening wall/fence details and location, etc
- _____ D. Relationship to Surrounding Properties (their use, zoning, etc.)
 - Explanation of how the proposed development will benefit the community or area.
 - Discussion of recent changes in the area of your request that support the application request (i.e. adoption of city or town plans, subdivision approvals, surrounding development, etc.)
- _____ E. Location and Accessibility
- _____ F. Circulation System (on & off-site) – include proposed improvements or dedications
- _____ G. Development Schedule (phasing)
- _____ H. Community Facilities and Services (school district, parks, amenities, etc.)
- _____ I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- _____ J. Other information that will be helpful in evaluating the request
 - Architectural renderings and themes (descriptions)
 - Landscaping renderings and themes (descriptions)
 - Floor plans, elevations

4. FEES:

- _____ A. Planning Review Fee: \$750 + \$100/acre or portion thereof (\$5000 max.) See Maricopa County Zoning Ordinance, Chapter 16 – (www.maricopa.gov/planning).
- _____ B. Drainage Review Fee: Contact Drainage Review at (602) 506-7149. (This is a separate fee but can be combined with the planning fee.)
- _____ C. Department of Transportation Review Fee of \$250. (This is a separate fee but can be combined with the planning fee.)
- _____ D. Maricopa County Environmental Services Department (MCESD) Review Fee of \$225. (This is a separate fee, but can be combined with the planning fee.) This fee will be assessed for applications submitted on or after June 20, 2008.
- _____ E. Addressing Review Fee of \$25. (This is a separate fee, but can be combined with the planning fee.)

5. DRAINAGE REPORT: (Please check with Maricopa County Drainage Review to determine if required and the type of report required).

_____ **5 copies**

6. OTHER INFORMATION: (as required by staff and/or other Department or Agency)

- _____ A. Title report
- _____ B. Deed restrictions (CC & R's)
- _____ C. Parcel map(s) of site and area
- _____ D. Letters of support or commitment
- _____ E. Market study
- _____ F. Landscape Plans (including plant types, quantities, sizes, % coverage, group-cover etc.)
- _____ G. Building elevations (including material, color and treatment descriptions, etc.)

MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development (Planning & Zoning Division):	602-506-3301
Planning and Development (Plan Review):	602-506-8686
Transportation:	602-506-8600
Environmental Services:	602-506-6666
Drainage Review (Review Fee information):	602-506-7149
Flood Control District:	602-506-1501